

**US House of Representatives
Wounded Warrior Fellowship Program
Vacancy Announcement**

Job Title: Staff Assistant

Congressional Member: Stephanie Herseth Sandlin (D)

Office Location: Sioux Falls, South Dakota

Work Location: 326 East Eighth Street, Suite 108

Supervisor: Steven Dahlmeier, Southeast Area Director

Date Needed: Immediately

Job Summary:

Works under the direction of the State Director and Southeast Area Director; handles constituent casework, specifically for military and veterans organizations as well as other duties as assigned.

Job Duties and Responsibilities:

Meets with constituents; contacts agencies and researches cases; notifies constituents of case resolution; handles word processing, filing, faxing, email; responds to general constituent requests; answers phones and greets visitors and other duties as assigned. Could occasionally be called upon to represent member at meetings and events and accompany member to functions.

Requirements:

High school diploma required; post secondary degree preferred. The applicant must have some familiarity with computers, good writing and interpersonal skills, public speaking ability and good phone etiquette. Applicant must be able to take direction and work well with other team members.

Salary: Commensurate with experience.

Contact: Refer to www.cao.house.gov to see agencies through whom you may apply.

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.